



Commonwealth of Massachusetts

The Building Official Certification Committee

New Employee Report Form

Bbrs/certif/nureport-rev0603

In accordance with 780 CMR R7, the "Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors", all municipalities are required to report to the Board the name of any individual who is appointed as a building code enforcement official.

Once reported, a file is created at the Office of the Board with the individual's name and date of hire. If not already certified, he/she then has eighteen (18) months in which to complete the examination process. When the individual passes the series of examinations required for the type of certification sought he/she **must** apply to the Board on the Application for Certification (available at the office of the Board). This file marks the beginning of the eighteen (18) month cycle, and serves as the individual's official record for the maintenance of his/her certification, once received

It is the responsibility of the individual seeking certification and the hiring municipality to ensure that all aspects of the certification process are met. 780 CMR R7 defines all requirements of the certification program. Interested parties must become familiar with these regulations. If questions remain after reading the regulations, please call the office of the Board at 508-821-9375 extension 501 or 560.

Information regarding test dates, registration forms, candidates bulletins, etc., may be obtained by contacting the Office of the Board at the number listed above or by calling the Office of the International Code Council (ICC) at 703-931-4533.

Name of new employee			
Name of municipality		Date of hire	
Work Address: No. & Street			
City or Town		Zip	Business Phone Number
			Business Fax Number
Position (Indicate Inspector of Buildings, Building Commissioner or Local Inspector)			
Is the new employee certified as a building official?	Yes	No	Has the new employee been employed as a building official in other municipalities?
Typically, the appointing authority is the Mayor in a city and the Chairman of the Board of Selectmen in a town (see MGL c 143 § 3).			
I _____, the Appointing Authority, hereby confirm that I have read and understand the minimum requirements of MGL c 143 § 3 regarding qualifications for building code enforcement officials. In signing this form, I attest to the fact that the candidate herein identified meets/exceeds such qualifications for the position for which he/she is being appointed.			
Signature of Appointing Authority _____ Date _____			
Please print Name _____ Title _____			
Notary Public _____ Date _____			
Expiration of Commission _____ Seal _____			

